

28 September 1956

MEMORANDUM FOR THE RECORD

A records control schedule was prepared for all Staffs of the Management Staff and approved for application by the Records Management Staff on September 1956.

Volume of records covered by the schedule amounted to 183 cubic feet which were categorized into 61 items or record series. Filing equipment consists of the types and amounts shown on the attached equipment inventory sheet. Fourty Nine cubic feet of the records covered by the schedule have been scheduled as permanent.

A complete schedule for the entire Staff was forwarded to [redacted] Office of the Chief, M.S. Individual schedules were forwarded to the respective Staffs for application. The schedule was particaly applied in the Office of the Chief, M. S. resulting in retirement of 3 cubic feet and approximately  $\frac{1}{2}$  cubic foot being destroyed.

No formal project sheet was prepared on this project, however, significant activities were reported in the appropriate Branch activity report.

ATTACHMENT

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INVENTORY OF FILING EQUIPMENT

MANAGEMENT STAFF

<u>TYPE OF EQUIPMENT</u>	<u>TOTAL UNITS</u>	<u>REPLACEMENT COST</u>
4 drawer safes, legal	28	\$ 8,803.20
2 drawer safes, legal	6	1,457.82
4 drawer safes, letter	1	289.60
Tub safes	2	500.00
5 drawer IBM card safe	1	323.71
5 drawer cabinet, letter	3	170.00
4 drawer cabinet, legal	2	106.70
17 tray Kardex	6	2,646.00
Safe Vault	1	150.00
Book cases (3 sections)	6	446.10
Supply cabinet, 2 door, steel	<u>1</u>	<u>35.77</u>
TOTAL	57	\$ 14,929.00

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